

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1693235

Vendor Name: Hitachi Kokusai Electric America, Ltd

Invoice Number: 05162023

Invoice Date: 5/16/2023

PO Number:

Check Number: 0312445

Check Amount: \$ 648.66

Check Date: 06/06/2023

Voucher Number: V0787000

Document Type: AP Invoice

Document Below

Hitachi Kokusai Electric America, Ltd.

104 Feeding Hills Road  
Southwick, MA 01077  
URL: www.hitachikokusai.us

## INVOICE

|          | DATE    | PAGE |
|----------|---------|------|
| 05162023 | 5/16/23 | 1    |

### CUSTOMER

COLLEGE OF DUPAGE, MOTION PICTURE TV DEPT.  
425 FAWELL BLVD  
GLEN ELLYN, IL 60137

SHIP TO:  
SAME

RE: NY 1801

|   | DESCRIPTION  | PRICE  | TOTAL    |
|---|--|--------|----------|
| 1   | REPAIR NY 1801- 2.5 HOURS LABOE @\$225.00 PER HOUR | 562.50 | 562.50   |
| 1   | FREIGHT TO SHIP BACK                               | 86.16  | 86.16    |
| TOTAL DUE: 648.66 TO BE PAID BY CREDIT CARD   |  |        |          |
| ACH/WIRE TRANSFER:<br>BANK OF TOKYO-MITSUBISHI UFJ LTD., NEW YORK BRANCH<br>1251 AVENUE OF THE AMERICAS<br>NEW YORK, NY 10020 |  |        |          |
| ABA #026009632<br>FOR THE ACCOUNT OF: HITACHI KOKUSAI ELECTRIC AMERICA, LTD.<br>ACCOUNT #0410200271<br>SWIFT CODE: BOTKUS33   |  |        |          |
| PAYOR WILL BE RESPONSIBLE FOR ALL WIRE CHARGES  |  |        |          |
| Holly Leavitt- Credit Manager<br>516-682-4403   |  |        |          |
| INVOICE TOTAL   |  |        | \$648.66 |

TERMS/CONDITIONS: Interest is payable at 1.5% per month on all overdue accounts. All claims must be made within 7 days of receipt of goods. Do not return merchandise without prior written consent. Export of these commodities is subject to the U.S. Department of Commerce's Export Licensing Procedure.

"Dando, Anne Marie" <dandoa@cod.edu>

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Hitachi "1BLANK Proforma 1-22-21.pdf" was shared with you

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"Dando, Anne Marie" <dandoa@cod.edu>

Fri, Jun 2, 2023 at 07:03 PM UTC

CC:

BCC:

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**1 attachment**

1BLANK Proforma 1-22-21.pdf

## Check Request Form

This form may be used to request check payments only for those items for which the issuance of a purchase order would not be appropriate. Attach supporting documentation (e.g., invoice or agreement). Please refer to Administrative Procedure 10-65, Vendor Payment — Non-Purchase Order.

Date: \_\_\_\_\_ Vendor ID: \_\_\_\_\_ Vendor Name: \_\_\_\_\_

Payee Address: \_\_\_\_\_ Payment Due Date: \_\_\_\_\_

| Invoice Number | GL Account number(s)<br>e.g. 01-80-00757-5401001 | GL Account Name<br>e.g. Office Supplies | Amount |
|----------------|--|---|--------|
|                |  |   |        |
|                |  |   |        |
|                |  |   |        |
|                |  |   |        |
|                |  |   |        |
| Total          |  |   | \$     |

Check the appropriate box below:

- ☐ We, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have been provided in a satisfactory condition/manner. Consequently, payment is appropriate at this time.
- ☐ We, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have not yet been provided. The first approver indicated below will notify the Accounts Payable Office in writing when the goods/services have been delivered in a satisfactory condition/manner.

Description on Check:

Other Instructions:

### All requests will require the following approvals:

Requester: \_\_\_\_\_ Print Name: \_\_\_\_\_

Budget Officer: \_\_\_\_\_ Print Name: \_\_\_\_\_

Requests \$5,000 and over will require the additional approvals below:

Next Level Supervisor (if applicable): \_\_\_\_\_ Print Name: \_\_\_\_\_

Next Level Supervisor (if applicable): \_\_\_\_\_ Print Name: \_\_\_\_\_

Next Level Supervisor (if applicable): \_\_\_\_\_ Print Name: \_\_\_\_\_

Area Administrator (only required if request is \$5,000 and over): \_\_\_\_\_ Print Name: \_\_\_\_\_

Area Cabinet Officer (only required if request is \$10,000 and over): \_\_\_\_\_ Print Name: \_\_\_\_\_

Board Approval Date (only required if request is \$25,000 and over): \_\_\_\_\_

**Return approved request and all supporting documentation to Accounts Payable (SRC 2132A), [invoicing@cod.edu](mailto:invoicing@cod.edu)**



## Check Request Form (cont.)

### Processing a Check Request:

To expedite the processing of a check request, or other non-purchase order disbursement, the requesting department should:

1. Verify that the vendor intake process has been completed by the Procurement Office.  
Payment cannot be made to a vendor until this process has been completed.
2. Complete and review this check request form and confirm that all relevant supporting documentation is attached including fully executed contracts, if applicable.
3. Ensure the payee information is complete and includes the vendor's Colleague ID number.
4. Ensure that the general ledger account number is included and correct.
5. Maintain a copy of the approved check request form for department records.
6. Submit the completed check request form to the Accounts Payable Office.

The check request form will be returned to the budget officer if the information is incomplete, not in compliance with College Policy, or if budget is not available.

Hitachi Kokusai Electric America, Ltd.

104 Feeding Hills Road  
Southwick, MA 01077  
URL: www.hitachikokusai.us

## INVOICE

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GLEN ELLYN, IL 60137

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RE: NY 1801

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| ACH/WIRE TRANSFER:<br>BANK OF TOKYO-MITSUBISHI UFJ LTD., NEW YORK BRANCH<br>1251 AVENUE OF THE AMERICAS<br>NEW YORK, NY 10020 |  |        |          |
| ABA #026009632<br>FOR THE ACCOUNT OF: HITACHI KOKUSAI ELECTRIC AMERICA, LTD.<br>ACCOUNT #0410200271<br>SWIFT CODE: BOTKUS33   |  |        |          |
| PAYOR WILL BE RESPONSIBLE FOR ALL WIRE CHARGES  |  |        |          |
| Holly Leavitt- Credit Manager<br>516-682-4403   |  |        |          |
| INVOICE TOTAL   |  |        | \$648.66 |

TERMS/CONDITIONS: Interest is payable at 1.5% per month on all overdue accounts. All claims must be made within 7 days of receipt of goods. Do not return merchandise without prior written consent. Export of these commodities is subject to the U.S. Department of Commerce's Export Licensing Procedure.

**From:** [Sekerka, Joyce](#)  
**To:** [Fanelli, Cassi](#); [Saltiel, Lisa](#); [Logan, Rob](#)  
**Cc:** [Zerrudo, Marivic](#); [Dando, Anne Marie](#); [Refakes, Eugene](#)  
**Subject:** FW: IMPORTANT: MPTV BUDGET MATTER ITEM: [External] 1BLANK Proforma 1-22-21.xlsx/ RE: NY 1801  
**Date:** Thursday, June 1, 2023 12:15:56 PM  
**Attachments:** [Hitachi Service Request - Rob Logan.pdf](#)  
[image004.jpg](#)  
[image005.png](#)  
[image006.jpg](#)  
[image007.png](#)  
[Hitachi Repair Ticket - Estimate NY 1801 1-3-2023.pdf](#)  
[FW IMPORTANT MPTV BUDGET MATTER ITEM \[External\] 1BLANK Proforma 1-22-21.xlsx RE NY 1801.pdf](#)  
[Hitachi Invoice 05162023.pdf](#)  
[1BLANK Proforma 1-22-21.pdf](#)  
[image001.png](#)  
**Importance:** High

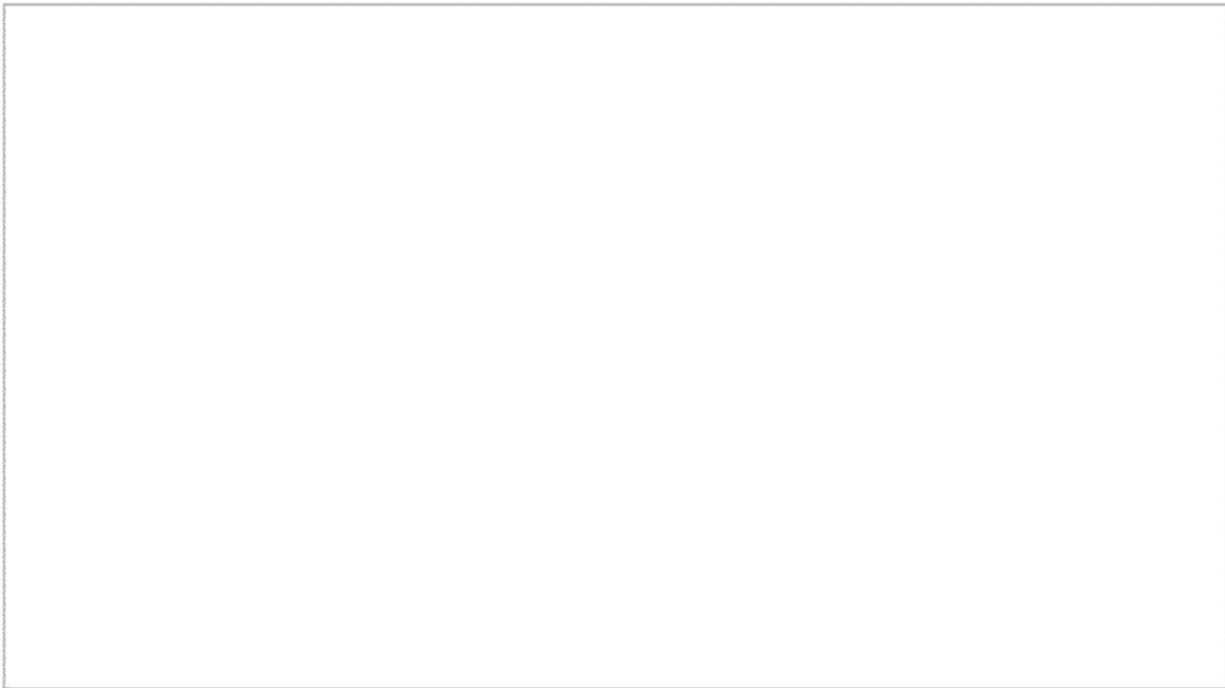
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Hi Lisa, Rob, and Cassie,

We have discussed this issue with Eugene Refakes and had contacted the vendor. Holly Leavitt, (Credit Manager) will accept a check payment.

However, given Finance Procurement Procedure No 2.20 was not followed, you will need to submit a Check Request Form and it must be signed by all approval levels, including up to Ellen Roberts and/or Scott Brady. All correspondence must be included with the Check Request Form. There is a sense of urgency for payment on this, so please prepare the Check Request as soon as possible.

Please also note and keep in mind for future reference that policy does state that any unauthorized purchases will be the sole responsibility of the person placing the order.



Thank you,  
Joyce

**Joyce Sekerka**  
**Accounts Payable Supervisor**  
**College of DuPage**  
425 Fawell Blvd.  
Glen Ellyn, IL 60137-6599  
630-942-2293  
Email: [sekerkaj@cod.edu](mailto:sekerkaj@cod.edu)



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**From:** Accounts Payable <[acctpays@cod.edu](mailto:acctpays@cod.edu)>  
**Sent:** Wednesday, May 31, 2023 3:59 PM  
**To:** Zerrudo, Marivic <[zerrudom@cod.edu](mailto:zerrudom@cod.edu)>; Dando, Anne Marie <[dandoa@cod.edu](mailto:dandoa@cod.edu)>  
**Cc:** Fanelli, Cassi <[fanellc379@cod.edu](mailto:fanellc379@cod.edu)>  
**Subject:** FW: IMPORTANT: MPTV BUDGET MATTER ITEM: [External] 1BLANK Proforma 1-22-21.xlsx/  
RE: NY 1801  
**Importance:** High

Marivic and Anne Marie,  
Please handle.

Thanks.

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**From:** Fanelli, Cassi <[fanelllic379@cod.edu](mailto:fanelllic379@cod.edu)>  
**Sent:** Wednesday, May 31, 2023 11:39 AM  
**To:** Accounts Payable <[acctpay@cod.edu](mailto:acctpay@cod.edu)>  
**Subject:** FW: IMPORTANT: MPTV BUDGET MATTER ITEM: [External] 1BLANK Proforma 1-22-21.xlsx/  
RE: NY 1801  
**Importance:** High

Hello,

Please see below for background reference. Can we pay this vendor via a check request or wire transfer? They will not accept a PO per the attached email. Please let me know as soon as possible. They are holding onto our equipment.

Thank you,

Cassi

**Cassi Fanelli**

(She/Her [learn more](#))

Academic Division Business Associate  
Arts, Communication and Hospitality



MAC 271 | 425 Fawell Blvd., Glen Ellyn, IL 60137  
630.942.2596 | [fanelllic379@cod.edu](mailto:fanelllic379@cod.edu)

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**From:** Saltiel, Lisa <[saltieli@cod.edu](mailto:saltieli@cod.edu)>  
**Sent:** Wednesday, May 24, 2023 2:10 PM  
**To:** Fanelli, Cassi <[fanelllic379@cod.edu](mailto:fanelllic379@cod.edu)>  
**Cc:** Carlson, Brian <[carlsonb1484@cod.edu](mailto:carlsonb1484@cod.edu)>; Thompson, Stephen <[thompss@cod.edu](mailto:thompss@cod.edu)>; Venezia, Tony <[venezia@cod.edu](mailto:venezia@cod.edu)>  
**Subject:** IMPORTANT: MPTV BUDGET MATTER ITEM: [External] 1BLANK Proforma 1-22-21.xlsx/ RE: NY 1801  
**Importance:** High

Hi Cassi,

I am including Brian and Steve to the email communication for reference as an item for next week's meeting.

1. I am forwarding this item for you to follow through as it has been escalated to a BA item.  
This should have been processed as a service agreement.
2. A statement from the Vendor stating that they do not accept PO's or T & C's
3. Since this is an after the fact item, Theresa advises in email below is to possibly work with AP to process a check request or wire transfer.
4. Vendor Contact:

**Holly Leavitt**

Credit Manager

**Hitachi Kokusai Electric America, Ltd.**

**104 Feeding Hills Road**

**Southwick, MA 01077**

Office: 516-682-4403

e-mail: holly. [leavitt@hitachikokusai.us](mailto:leavitt@hitachikokusai.us)

Please let me know if you have any questions or require additional information.

Thank you.

Lisa

**Lisa Saltiel**

Program Support Specialist

Arts, Communication and Hospitality



425 Fawell Blvd. | Glen Ellyn, IL 60137

MAC 250A | (630) 942-3303 | [saltiel@cod.edu](mailto:saltiel@cod.edu)

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**From:** Dobersztyn, Theresa <[dobersztynt@cod.edu](mailto:dobersztynt@cod.edu)>

**Sent:** Tuesday, May 23, 2023 9:40 AM

**To:** Saltiel, Lisa <[saltiel@cod.edu](mailto:saltiel@cod.edu)>

**Cc:** Fanelli, Cassi <[fanellc379@cod.edu](mailto:fanellc379@cod.edu)>; Erl, Lisa <[erll630@cod.edu](mailto:erll630@cod.edu)>

**Subject:** FW: Question: MPTV BUDGET MATTER ITEM: [External] 1BLANK Proforma 1-22-21.xlsx/ RE: NY 1801

Hi Lisa:

The enclosed Repair Ticket states "Customer PO Pending". Yes, this should have had a service agreement so this is an after the fact that needs to be processed accordingly. If the vendor does not accepts

PO's or terms and conditions, you need to get that in writing from the vendor. I can't approve an "After the Fact" invoice to be paid by a credit card when they accept other forms of payment. You should talk to AP about possibly processing a check request or possibly completed as a wire transfer.

*Theresa F. Dobersztyn, C.P.M., CPPB*

Manager-Procurement Services



425 Fawell Blvd. | IRC 1001 | Glen Ellyn, IL 60137-6599

T: (630) 942-4535 | [dobersztyn@cod.edu](mailto:dobersztyn@cod.edu)

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**From:** Saltiel, Lisa <[saltiel@cod.edu](mailto:saltiel@cod.edu)>

**Sent:** Monday, May 22, 2023 5:10 PM

**To:** Dobersztyn, Theresa <[dobersztyn@cod.edu](mailto:dobersztyn@cod.edu)>

**Cc:** Fanelli, Cassi <[fanellc379@cod.edu](mailto:fanellc379@cod.edu)>

**Subject:** FW: Question: MPTV BUDGET MATTER ITEM: [External] 1BLANK Proforma 1-22-21.xlsx/ RE: NY 1801

Hi Theresa,

Hope this email finds you well. Do you have any advisement on the following emails below and attached invoice.

This should have been a service agreement to start. However, the lab assistant sent the equipment to a non-approved vendor at the time. Once I received the invoice, I requested the W9, and the vendor is now in our system.

Is the use of PCard approved to pay invoice when the service agreement was not initiated. The vendor will not accept POs, nor do they accept T & C's.

I have included Cassi to the communication to follow up on this matter.

Thank you.

Lisa

**Lisa Saltiel**

Program Support Specialist

Arts, Communication and Hospitality



425 Fawell Blvd. | Glen Ellyn, IL 60137

MAC 250A | (630) 942-3303 | [saltiel@cod.edu](mailto:saltiel@cod.edu)

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**From:** Saltiel, Lisa

**Sent:** Monday, May 22, 2023 5:03 PM

**To:** Erl, Lisa <erll630@cod.edu>

**Subject:** Question: MPTV BUDGET MATTER ITEM: [External] 1BLANK Proforma 1-22-21.xlsx/ RE: NY 1801

Hi Lisa,

I sent Brian the email below regarding the MPTV matter I discussed with you on Friday.

Brian will like for me to ask if I could pay the invoice with the credit card to receive the equipment back. Is this a question I should direct to Theresa?

The email below describes the details:

**History:**

1. Rob has been told that service agreements are required to work on equipment. This is a contract between the college and the vendor.
2. Rob initiated sending equipment to NY without consulting advise on the college policies. The vendor at the time was not a college approved vendor.
3. Rob came to my office with a quote without the shipping fee stating that the equipment will not be returned without a credit card payment.
4. Spoke with the vendor for an invoice and w9.
5. Created the vendor in our system last week. However, I am unable to initiate the service agreement as indicated by our college policies and procedures.
6. The vendor will not accept PO's nor Terms & Conditions. Vendor wants payment via credit card only to return the COD equipment.
7. I am unauthorized to use the college credit card to pay this invoice without following the proper procedures for a service agreement.
8. I was advised to forward this matter to Brian for direction.

**Lisa Saltiel**

Program Support Specialist

Arts, Communication and Hospitality



425 Fawell Blvd. | Glen Ellyn, IL 60137

MAC 250A | (630) 942-3303 | [saltiel@cod.edu](mailto:saltiel@cod.edu)

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**From:** Carlson, Brian <carlsonb1484@cod.edu>

**Sent:** Monday, May 22, 2023 4:26 PM

**To:** Saltiel, Lisa <[saltiel@cod.edu](mailto:saltiel@cod.edu)>

**Cc:** Stamets, Barb <[stametsb@cod.edu](mailto:stametsb@cod.edu)>; Thompson, Stephen <[thompss@cod.edu](mailto:thompss@cod.edu)>; Fanelli, Cassi <[fanellc379@cod.edu](mailto:fanellc379@cod.edu)>

**Subject:** RE: MPTV BUDGET MATTER ITEM: [External] 1BLANK Proforma 1-22-21.xlsx/ RE: NY 1801



Hi Lisa,

Is there someone in Purchasing that you can speak with to determine if we could use the P-Card based on this situation so we can get the equipment back?

Separately, we need to discuss with Rob and Tony. I want to ensure they are aware of the proper protocols moving forward so this does not happen again. Please work with Barb to set up a meeting to discuss.

In the meantime, please keep me posted on your progress with Purchasing.

Thanks,

-Brian

--

**Brian Carlson, Ed.D.**

Dean | Arts, Communication and Hospitality



425 Fawell Blvd. Glen Ellyn, IL 60137

MAC 219A

630-942-3105

[carlsonb1484@cod.edu](mailto:carlsonb1484@cod.edu)

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**From:** Saltiel, Lisa <[saltieli@cod.edu](mailto:saltieli@cod.edu)>

**Sent:** Monday, May 22, 2023 4:15 PM

**To:** Carlson, Brian <[carlsonb1484@cod.edu](mailto:carlsonb1484@cod.edu)>; Fanelli, Cassi <[fanellc379@cod.edu](mailto:fanellc379@cod.edu)>; Thompson, Stephen <[thompss@cod.edu](mailto:thompss@cod.edu)>

**Subject:** MPTV BUDGET MATTER ITEM: [External] 1BLANK Proforma 1-22-21.xlsx/ RE: NY 1801

Hello,

The attached invoice is one budget item that I was asked to forward to Brian for advisement on how to proceed forward.

History:

1. Rob has been told that service agreements are required to work on equipment. This is a contract between the college and the vendor.
2. Rob initiated sending equipment to NY without consulting advise on the college policies. The vendor at the time was not a college approved vendor.
3. Rob came to my office with a quote without the shipping fee stating that the equipment will not be returned without a credit card payment.
4. Spoke with the vendor for an invoice and w9.
5. Created the vendor in our system last week. However, I am unable to initiate the service

agreement as indicated by our college policies and procedures.

6. The vendor will not accept PO's nor Terms & Conditions. Vendor wants payment via credit card only to return the COD equipment.
7. I am unauthorized to use the college credit card to pay this invoice without following the proper procedures for a service agreement.
8. I was advised to forward this matter to Brian for direction.

Thank you.

Lisa

**Lisa Saltiel**

Program Support Specialist

Arts, Communication and Hospitality



425 Fawell Blvd. | Glen Ellyn, IL 60137

MAC 250A | (630) 942-3303 | [saltiel@cod.edu](mailto:saltiel@cod.edu)

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**From:** Leavitt, Holly <[Holly.Leavitt@hitachikokusai.us](mailto:Holly.Leavitt@hitachikokusai.us)>

**Sent:** Tuesday, May 16, 2023 3:50 PM

**To:** Saltiel, Lisa <[saltiel@cod.edu](mailto:saltiel@cod.edu)>

**Subject:** [External] 1BLANK Proforma 1-22-21.xlsx/ RE: NY 1801

CAUTION: This email originated from outside of COD's system. Do not click links, open attachments, or respond with sensitive information unless you recognize the sender and know the content is safe.

Lisa,

Please see attached pro forma invoice.

I will send you the W9 shortly.

Regards,

Holly

\*\*\*\*\*

**Holly Leavitt**

Credit Manager

**Hitachi Kokusai Electric America, Ltd.**

**104 Feeding Hills Road**

**Southwick, MA 01077**

Office: 516-682-4403

e-mail: holly. [leavitt@hitachikokusai.us](mailto:leavitt@hitachikokusai.us)



## Dando, Anne Marie

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**To:** Dando, Anne Marie  
**Subject:** RE: [External] RE: Invoice 05162023 - Payment / Terms Confirming Email

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**From:** Dando, Anne Marie  
**Sent:** Thursday, June 1, 2023 11:02 AM  
**To:** 'Leavitt, Holly' <Holly.Leavitt@hitachikokusai.us>  
**Subject:** RE: [External] RE: Invoice 05162023 - Payment / Terms Confirming Email

Thank you Holly!

We will initiate payment.

**Best,**

**Anne Marie Dando**  
**Accounts Payable Specialist**  
phone 630-942-4294 | [dandoa@cod.edu](mailto:dandoa@cod.edu)



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**From:** Leavitt, Holly <Holly.Leavitt@hitachikokusai.us>  
**Sent:** Thursday, June 1, 2023 10:44 AM  
**To:** Dando, Anne Marie <[dandoa@cod.edu](mailto:dandoa@cod.edu)>  
**Subject:** [External] RE: Invoice 05162023 - Payment / Terms Confirming Email

CAUTION: This email originated from outside of COD's system. Do not click links, open attachments, or respond with sensitive information unless you recognize the sender and know the content is safe.

Anne Marie,

Please forward a check payable to Hitachi Kokusai Electric America, Ltd. TO: P.O. Box 358119, Pittsburgh, PA 15250. This is our lockbox.

Amount Due for NY 1801 repair is \$648.66 with shipping charges of \$86.16.

We do not accept NET 60 DAY terms.

Regards,

Holly

\*\*\*\*\*

**Holly Leavitt**  
Credit Manager

Hitachi Kokusai Electric America, Ltd.  
104 Feeding Hills Road  
Southwick, MA 01077  
Office: 516-682-4403  
e-mail: holly. [leavitt@hitachikokusai.us](mailto:leavitt@hitachikokusai.us)

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**From:** Dando, Anne Marie <[dandoa@cod.edu](mailto:dandoa@cod.edu)>  
**Sent:** Thursday, June 01, 2023 11:38 AM  
**To:** Leavitt, Holly <[Holly.Leavitt@hitachikokusai.us](mailto:Holly.Leavitt@hitachikokusai.us)>  
**Subject:** Invoice 05162023 - Payment / Terms Confirming Email

Dear Holly,

As a follow up to our phone conversation, it is my understanding that Hitachi will not accept our payment terms of 60 days but will accept payment via a check. Please confirm and provide the check mailing address. Once check for Invoice 05162023 in the amount of \$648.66 is received, you will promptly ship our equipment to:

College of DuPage  
College of DuPage Shipping & Receiving  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
United States  
Attn: Bob Logan

Kindly confirm.

**Thank you!**

**Best,**

**Anne Marie Dando**  
**Accounts Payable Specialist**



**College of DuPage**  
425 Fawell Blvd | SRC 2132 | Glen Ellyn, IL 60137-6599  
phone 630-942-4294 | [\*\*dandoa@cod.edu\*\*](mailto:dandoa@cod.edu)



**Hitachi Kokusai Electric America, Ltd.**

190 Blydenburgh Road, Suite # 4 Islandia, New York 11749  
Phone: (833) 227-1658 www.hitachikokusai.us

**Repair Ticket - ESTIMATE**

This document is a good faith estimate of the repair costs for your product.  
We reserve the right to revise it for unforeseen reasons. Final costs will not exceed more than 10% of the estimated amount below

|                             |  |  |  |
|-----------------------------|--|--|--|
| Office                      |  | Repair number                                      |  |
| NY                          |  | 1801   |  |
| Status:                     |  | Customer PO pending                                |  |
| Repair Tech                 |  | Chee   |  |
| <b>Customer Information</b> |  |  |  |
| First Name                  |  | Rob  |  |
| Last Name                   |  | Logan  |  |
| Email                       |  | loganr@cod.edu                                     |  |
| Telephone                   |  | 630-608-8721                                       |  |
| Company:                    |  | College of DuPage, Motion Picture Television Dept. |  |
| Address:                    |  | 425 Fawell Blvd                                    |  |
| City:                       |  | Glen Ellyn   |  |
| State:                      |  | IL   |  |
| Zip Code:                   |  | 60137  |  |
| Country:                    |  | USA  |  |

|                  |                     |
|------------------|---------------------|
| Ticket Issued    | 01/03/2023          |
| Warranty Type    | NONE                |
| Service Type:    | Lab                 |
| Received         | 03/06/2023          |
| Rcv Doc#         | LIR21732 & LIR21780 |
| Customer PO      |                     |
| Mgr Approval     |                     |
| Credit Approval  |                     |
| Completed        |                     |
| Shipped Date     |                     |
| Ship Via         |                     |
| Air Way Bill No. |                     |

| Model     | Serial Number (s) | Accessories |
|-----------|-------------------|-------------|
| Z-HD5000  | 12800815          |             |
| CA-HF1000 | 17201694          |             |
| CU-HD500U | 12700811          |             |
|           |                   |             |
|           |                   |             |
|           |                   |             |
|           |                   |             |
|           |                   |             |
|           |                   |             |

|                                   |
|-----------------------------------|
| <b>Customer Request/ Problem:</b> |
| No longer powers on               |
|                                   |
|                                   |
|                                   |
|                                   |
|                                   |
|                                   |
|                                   |
|                                   |

|  |
|--|
| <b>Estimate of Service to be Performed:</b>  |
| Check entire system 6 weeks, customer CCU able power up camera head and camera adaptor |
| Check all functions  |
|  |
|  |
|  |
|  |
|  |
|  |

| Parts Code | Price | Qty | AMOUNT                                     |
|------------|-------|-----|--|
|            |       |     | Estimate Fee minimum - \$100.00 or 0.5 RWH |
|            | #N/A  |     | Repair Work Hours (RWH) : 2.5              |
|            | #N/A  |     | Total Labor Charge : \$ 562.50             |
|            | #N/A  |     | Total Parts : \$ -                         |
|            | #N/A  |     | Field Trip Expense :                       |
|            | #N/A  |     | Flat Fee Repair :                          |
|            | #N/A  |     | Sub Total : \$ 562.50                      |
|            | #N/A  |     | TAX : \$ -                                 |
|            | #N/A  |     | Shipping Charge (estimated) :              |
| Total      | \$ -  |     | TOTAL ESTIMATE (±10%) : \$ 562.50          |

## **Dando, Anne Marie**

---

**From:** Logan, Rob  
**Sent:** Tuesday, May 16, 2023 12:17 PM  
**To:** Saltiel, Lisa  
**Subject:** Fw: Hitachi Invoice  
**Attachments:** NY1801 College of DuPage, Motion Picture Television Dept. Z-HD5000+CA+CU-HD500.pdf

Hi Lisa,

Here's the Hitachi invoice. I got a call from Holly Leavitt the credit dept. manager. She's looking for payment via credit card. Email: [Holly.leavitt@hitachikokusai.us](mailto:Holly.leavitt@hitachikokusai.us) Tel. (516) 682-4403.

### **Rob Logan**

Lab Manager  
Motion Picture / Television (MPTV)  
College of DuPage  
Dept Phone (The Cage): 630-942-2162

---

**From:** Logan, Rob  
**Sent:** Thursday, May 11, 2023 12:45 PM  
**To:** Venezia, Tony; Saltiel, Lisa; Piehl, Jennifer  
**Cc:** Wiertelak, Alex  
**Subject:** Hitachi Camera Repair for CNTV RE: HKA Service Request form response Form Submission Notice (NY1801)

I received the bill for the evaluation testing of the Hitachi camera and the CCU unit from the CNTV. According to Hitachi both are fully functional. Whatever problem the CNTV studio is having it wasn't because of these two units. The charge is **\$562.50**

### **Rob Logan**

Lab Manager  
Motion Picture / Television (MPTV)  
College of DuPage  
Dept Phone (The Cage): 630-942-2162

---

**From:** Liew, Chee <Chee.Liew@hitachikokusai.us>  
**Sent:** Thursday, May 11, 2023 12:14 PM  
**To:** Logan, Rob  
**Cc:** Hamilton, Michele; Leavitt, Holly  
**Subject:** RE: [External] RE: HKA Service Request form response Form Submission Notice (NY1801)

Good afternoon, Rob,



We been heat run test and checking your entire equipment (CCU and camera system) work fine.  
Please open attachment evaluation fee, , does not include freight and optional freight insurance.  
Payment process contact Holly Leavitt (credit dept. manager), Email: [Holly.leavitt@hitachikokusai.us](mailto:Holly.leavitt@hitachikokusai.us) Tel.  
(516) 682-4403.

Thank you.

**Chee Liew**

Hitachi camera engineer  
Office:516-682-4410  
Cell: 917-834-6519  
190 Blydenburgh Rd., Suite 4  
Islandia, NY 11749

---

**From:** Liew, Chee  
**Sent:** Monday, February 13, 2023 4:13 PM  
**To:** 'Logan, Rob' <[loganr@cod.edu](mailto:loganr@cod.edu)>  
**Cc:** Aleman, Emilio <[Emilio.Aleman@hitachikokusai.us](mailto:Emilio.Aleman@hitachikokusai.us)>  
**Subject:** RE: [External] RE: HKA Service Request form response Form Submission Notice

Good afternoon Rob,  
Your camera head and camera adaptor work fine since last email.  
Would you like send your CCU check your camera & camera adaptor?

Thank you.

Chee Liew

---

**From:** Logan, Rob <[loganr@cod.edu](mailto:loganr@cod.edu)>  
**Sent:** Monday, February 13, 2023 1:34 PM  
**To:** Liew, Chee <[Chee.Liew@hitachikokusai.us](mailto:Chee.Liew@hitachikokusai.us)>  
**Cc:** Aleman, Emilio <[Emilio.Aleman@hitachikokusai.us](mailto:Emilio.Aleman@hitachikokusai.us)>  
**Subject:** Re: [External] RE: HKA Service Request form response Form Submission Notice

Update on camera repair status?

**Rob Logan**

Lab Manager  
Motion Picture / Television (MPTV)  
College of DuPage  
Dept Phone (The Cage): 630-942-2162

---

**From:** Liew, Chee <[Chee.Liew@hitachikokusai.us](mailto:Chee.Liew@hitachikokusai.us)>  
**Sent:** Thursday, February 2, 2023 3:16:06 PM  
**To:** Logan, Rob  
**Cc:** Aleman, Emilio  
**Subject:** RE: [External] RE: HKA Service Request form response Form Submission Notice

Hi Rob,

We been checking your camera and camera adaptor with our CCU, CCU and DC 12volt able power up your camera. We checked your camera in SINGLE (external DC 12 volt) and HYBRID mode (power over SMPTE fiber cable), we are continuing heat run test your equipment.

Best Regards.

**Chee Liew**

Hitachi camera engineer  
Office:516-682-4410  
Cell: 917-834-6519  
190 Blydenburgh Rd., Suite 4  
Islandia, NY 11749

---

**From:** Logan, Rob <[loganr@cod.edu](mailto:loganr@cod.edu)>  
**Sent:** Thursday, February 02, 2023 3:50 PM  
**To:** Aleman, Emilio <[Emilio.Aleman@hitachikokusai.us](mailto:Emilio.Aleman@hitachikokusai.us)>  
**Cc:** Liew, Chee <[Chee.Liew@hitachikokusai.us](mailto:Chee.Liew@hitachikokusai.us)>  
**Subject:** Re: [External] RE: HKA Service Request form response Form Submission Notice

Hi Emilio,

I sent the camera two weeks ago. Can I get a status update on the potential repairability?

**Rob Logan**

Lab Manager  
Motion Picture / Television (MPTV)  
College of DuPage  
Dept Phone (The Cage): 630-942-2162

---

**From:** Aleman, Emilio <[Emilio.Aleman@hitachikokusai.us](mailto:Emilio.Aleman@hitachikokusai.us)>  
**Sent:** Thursday, January 5, 2023 12:14:54 PM  
**To:** Logan, Rob  
**Cc:** Liew, Chee  
**Subject:** RE: [External] RE: HKA Service Request form response Form Submission Notice

Thank you for the heads up Rob, we will confirm when it arrives.  
Regards:  
Emilio

---

**From:** Logan, Rob <[loganr@cod.edu](mailto:loganr@cod.edu)>  
**Sent:** Thursday, January 5, 2023 12:24 PM  
**To:** Aleman, Emilio <[Emilio.Aleman@hitachikokusai.us](mailto:Emilio.Aleman@hitachikokusai.us)>  
**Cc:** DL-AM-HKEA-web-service <[web-service@hitachikokusai.us](mailto:web-service@hitachikokusai.us)>  
**Subject:** Re: [External] RE: HKA Service Request form response Form Submission Notice

Hi Emilio,

The camera is shipping today.

**Rob Logan**

Lab Manager

Motion Picture / Television (MPTV)

College of DuPage

Dept Phone (The Cage): 630-942-2162

---

**From:** Aleman, Emilio <[Emilio.Aleman@hitachikokusai.us](mailto:Emilio.Aleman@hitachikokusai.us)>

**Sent:** Tuesday, January 3, 2023 9:29:12 AM

**To:** Logan, Rob

**Cc:** DL-AM-HKEA-web-service

**Subject:** [External] RE: HKA Service Request form response Form Submission Notice

CAUTION: This email originated from outside of COD's system. Do not click links, open attachments, or respond with sensitive information unless you recognize the sender and know the content is safe.

Hello Rob:

Happy New Year 2023.

Thank you for using our website's Service Request Form. I checked your camera's serial number and it was found to be out of warranty.

Here are instructions to get your camera control unit repaired.

Please send your camera for repair to:

**HITACHI KOKUSAI ELECTRIC AMERICA, Ltd**

**190 Blydenburgh Rd., Suite 4**

**Islandia, NY 11749**

**Attn: Mr. Chee Liew**

**Hitachi camera engineer**

**Office:516-682-4410**

Reference this **REPAIR TICKET # 1801** on the outside of your case or package when you the camera to us. Also, pack your property well to avoid shipping damage. If possible, insure with the carrier against damage, loss or theft. Send us the shipment tracking number to confirm and be able to process it promptly when we receive it.

We will provide an estimate of repair for your approval before any work is performed. PLEASE NOTE THAT our Service Charges have increased for 2023. I can send you this information upon request in advance of your repair.

Let me know when the product is on its way.

Kind Regards:

**Emilio Aleman**

General Manager, Americas Engineering

Website: [Technical Services](#)





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**From:** [loganr@cod.edu](mailto:loganr@cod.edu) <[loganr@cod.edu](mailto:loganr@cod.edu)>  
**Sent:** Monday, December 19, 2022 1:22 PM  
**To:** DL-AM-HKEA-web-service <[web-service@hitachikokusai.us](mailto:web-service@hitachikokusai.us)>  
**Subject:** HKA Service Request form response Form Submission Notice

This email was sent to notify you of a recent submission of the Service Request Form:

**Company:** College of DuPage, Motion Picture Television Dept.

**Address:** 425 Fawell Blvd

**City:** Glen Ellyn

**State:** IL

**Zip:** 60137

**Country:** USA

**FirstName:** Rob

**MiddleInitial:**

**LastName:** Logan

**emailFrom:** [loganr@cod.edu](mailto:loganr@cod.edu)

**CompanyPhone:** 630-942-2162

**CellPhone:** 630-608-8721

**Fax:**

**Model:** Z-HD5000

**Serial:** 12800815

**DealerReseller:** N/A

**DateOfPurchase:** N/A

**CheckForInWarranty:**

**Symptom:** No longer powers on

**Problem:** We use a fiber optic line to provide power to the camera and connect to the control room and switcher. The camera was occasionally glitching after being on for 45 minutes. We thought the problem was the fiber optic cable, but swapping the cable didn't solve the problem. Eventually the camera stopped powering on altogether.

**OpnCond:** See above.

**LoanReq:** no

**terms:** yes

This is an auto-generated notice. Please DO NOT REPLY DIRECTLY to this email.

**From:** [Sekerka, Joyce](#)  
**To:** [Dando, Anne Marie](#)  
**Subject:** FW: IMPORTANT: MPTV BUDGET MATTER ITEM: [External] 1BLANK Proforma 1-22-21.xlsx/ RE: NY 1801  
**Date:** Friday, June 2, 2023 1:25:20 PM  
**Attachments:** [image002.png](#)  
[image010.png](#)  
[MPTV Hitachi Camera Check Request Form 6.1.23\\_MCC.pdf](#)

---

Hi Anne Marie,

Please go ahead and process this, it has Ellen Robert's approval to make the payment.

Thanks,  
Joyce

**Joyce Sekerka**  
**Accounts Payable Supervisor**  
**College of DuPage**  
425 Fawell Blvd.  
Glen Ellyn, IL 60137-6599  
630-942-2293  
Email: [sekerkaj@cod.edu](mailto:sekerkaj@cod.edu)



---

**From:** Roberts, Ellen <[roberts@cod.edu](mailto:roberts@cod.edu)>  
**Sent:** Friday, June 2, 2023 1:14 PM  
**To:** Fanelli, Cassi <[fanelllic379@cod.edu](mailto:fanelllic379@cod.edu)>  
**Cc:** Sekerka, Joyce <[sekerkaj@cod.edu](mailto:sekerkaj@cod.edu)>; Carlson, Brian <[carlsonb1484@cod.edu](mailto:carlsonb1484@cod.edu)>  
**Subject:** RE: IMPORTANT: MPTV BUDGET MATTER ITEM: [External] 1BLANK Proforma 1-22-21.xlsx/  
RE: NY 1801

Good afternoon, Cassi –

Attached please find the approved request.

Thank you,

*Ellen*

Ellen M. Roberts  
Vice President, Administrative Affairs  
**College of DuPage**  
425 Fawell Blvd.  
Glen Ellyn, IL 60137

[roberts@cod.edu](mailto:roberts@cod.edu)  
630-942-2218

---

**From:** Fanelli, Cassi <[fanellc379@cod.edu](mailto:fanellc379@cod.edu)>  
**Sent:** Friday, June 2, 2023 11:24 AM  
**To:** Roberts, Ellen <[roberts@cod.edu](mailto:roberts@cod.edu)>  
**Cc:** Sekerka, Joyce <[sekerkaj@cod.edu](mailto:sekerkaj@cod.edu)>; Carlson, Brian <[carlsonb1484@cod.edu](mailto:carlsonb1484@cod.edu)>  
**Subject:** FW: IMPORTANT: MPTV BUDGET MATTER ITEM: [External] 1BLANK Proforma 1-22-21.xlsx/  
RE: NY 1801  
**Importance:** High

Hello Ellen,

I am requesting your signature on the attached per the below email from Joyce Sekerka.

The reason for the check request and signature is that the service request was not put through correctly as a contract, and so did not receive approval before the items were sent to the vendor. The vendor has our items and is awaiting payment before releasing them back to us. Because a PO is no longer a viable solution, we are doing a check request to resolve this issue and get our equipment back as soon as possible. All background documentation is attached to the check request.

If you have any further questions, please let me know.

Thanks,

Cassi

**Cassi Fanelli**

(She/Her [learn more](#))

Academic Division Business Associate  
Arts, Communication and Hospitality



MAC 271 | 425 Fawell Blvd., Glen Ellyn, IL 60137  
630.942.2596 | [fanellc379@cod.edu](mailto:fanellc379@cod.edu)

---

**From:** Sekerka, Joyce <[sekerkaj@cod.edu](mailto:sekerkaj@cod.edu)>  
**Sent:** Thursday, June 1, 2023 12:16 PM  
**To:** Fanelli, Cassi <[fanellc379@cod.edu](mailto:fanellc379@cod.edu)>; Saltiel, Lisa <[saltiell@cod.edu](mailto:saltiell@cod.edu)>; Logan, Rob <[loganr@cod.edu](mailto:loganr@cod.edu)>  
**Cc:** Zerrudo, Marivic <[zerrudom@cod.edu](mailto:zerrudom@cod.edu)>; Dando, Anne Marie <[dandoa@cod.edu](mailto:dandoa@cod.edu)>; Refakes, Eugene <[refakese@cod.edu](mailto:refakese@cod.edu)>

**Subject:** FW: IMPORTANT: MPTV BUDGET MATTER ITEM: [External] 1BLANK Proforma 1-22-21.xlsx/  
RE: NY 1801  
**Importance:** High

Hi Lisa, Rob, and Cassie,

We have discussed this issue with Eugene Refakes and had contacted the vendor. Holly Leavitt, (Credit Manager) will accept a check payment.

However, given Finance Procurement Procedure No 2.20 was not followed, you will need to submit a Check Request Form and it must be signed by all approval levels, including up to Ellen Roberts and/or Scott Brady. All correspondence must be included with the Check Request Form. There is a sense of urgency for payment on this, so please prepare the Check Request as soon as possible.

Please also note and keep in mind for future reference that policy does state that any unauthorized purchases will be the sole responsibility of the person placing the order.



**Procurement**

**1. Centralized Procurement**

In order for centralized procurement to be effective, there must be meaningful cooperation between all departments and the Procurement Services Department. Procurement decisions will be made on the basis of serving the overall needs of the College as a whole. All purchases exceeding \$500 in total value shall have an authorized purchase order issued by Procurement Services, unless the purchase is exempt from the purchase order requirement as indicated in Administrative Procedure 2.31 (Credit Cards), Administrative Procedure 2.21 (Vendor Payment-Check Request), Administrative Procedure 2.40 (Reimbursements), or the Illinois Public Community College Act (110 ILCS 805/3-27.1). Purchases equal to or exceeding the bid threshold of \$25,000 must be approved by the Board of Trustees. The payment for any unauthorized purchases will be the sole responsibility of that person placing the order.

Thank you,  
Joyce

**Joyce Sekerka**  
**Accounts Payable Supervisor**  
**College of DuPage**  
425 Fawell Blvd.  
Glen Ellyn, IL 60137-6599  
630-942-2293  
Email: [sekerkaj@cod.edu](mailto:sekerkaj@cod.edu)



---

**From:** Accounts Payable <[acctpay@cod.edu](mailto:acctpay@cod.edu)>  
**Sent:** Wednesday, May 31, 2023 3:59 PM  
**To:** Zerrudo, Marivic <[zerrudom@cod.edu](mailto:zerrudom@cod.edu)>; Dando, Anne Marie <[dandoa@cod.edu](mailto:dandoa@cod.edu)>  
**Cc:** Fanelli, Cassi <[fanelllic379@cod.edu](mailto:fanelllic379@cod.edu)>  
**Subject:** FW: IMPORTANT: MPTV BUDGET MATTER ITEM: [External] 1BLANK Proforma 1-22-21.xlsx/  
RE: NY 1801  
**Importance:** High

Marivic and Anne Marie,  
Please handle.

Thanks.

---

**From:** Fanelli, Cassi <[fanelllic379@cod.edu](mailto:fanelllic379@cod.edu)>  
**Sent:** Wednesday, May 31, 2023 11:39 AM  
**To:** Accounts Payable <[acctpay@cod.edu](mailto:acctpay@cod.edu)>  
**Subject:** FW: IMPORTANT: MPTV BUDGET MATTER ITEM: [External] 1BLANK Proforma 1-22-21.xlsx/  
RE: NY 1801  
**Importance:** High

Hello,

Please see below for background reference. Can we pay this vendor via a check request or wire transfer? They will not accept a PO per the attached email. Please let me know as soon as possible. They are holding onto our equipment.

Thank you,



Cassi

**Cassi Fanelli**

(She/Her [learn more](#))

Academic Division Business Associate  
Arts, Communication and Hospitality



MAC 271 | 425 Fawell Blvd., Glen Ellyn, IL 60137  
630.942.2596 | [fanellc379@cod.edu](mailto:fanellc379@cod.edu)

---

**From:** Saltiel, Lisa <[saltieli@cod.edu](mailto:saltieli@cod.edu)>

**Sent:** Wednesday, May 24, 2023 2:10 PM

**To:** Fanelli, Cassi <[fanellc379@cod.edu](mailto:fanellc379@cod.edu)>

**Cc:** Carlson, Brian <[carlsonb1484@cod.edu](mailto:carlsonb1484@cod.edu)>; Thompson, Stephen <[thompss@cod.edu](mailto:thompss@cod.edu)>; Venezia, Tony <[venezia@cod.edu](mailto:venezia@cod.edu)>

**Subject:** IMPORTANT: MPTV BUDGET MATTER ITEM: [External] 1BLANK Proforma 1-22-21.xlsx/ RE: NY 1801

**Importance:** High

Hi Cassi,

I am including Brian and Steve to the email communication for reference as an item for next week's meeting.

1. I am forwarding this item for you to follow through as it has been escalated to a BA item.  
This should have been processed as a service agreement.
2. A statement from the Vendor stating that they do not accept PO's or T & C's
3. Since this is an after the fact item, Theresa advises in email below is to possibly work with AP to process a check request or wire transfer.
4. Vendor Contact:

**Holly Leavitt**

Credit Manager

**Hitachi Kokusai Electric America, Ltd.**

**104 Feeding Hills Road**

**Southwick, MA 01077**

Office: 516-682-4403

e-mail: holly. [leavitt@hitachikokusai.us](mailto:leavitt@hitachikokusai.us)

Please let me know if you have any questions or require additional information.

Thank you.

Lisa

**Lisa Saltiel**

Program Support Specialist

Arts, Communication and Hospitality



425 Fawell Blvd. | Glen Ellyn, IL 60137

MAC 250A | (630) 942-3303 | [saltiel@cod.edu](mailto:saltiel@cod.edu)

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**From:** Dobersztyn, Theresa <[dobersztyn@cod.edu](mailto:dobersztyn@cod.edu)>

**Sent:** Tuesday, May 23, 2023 9:40 AM

**To:** Saltiel, Lisa <[saltiel@cod.edu](mailto:saltiel@cod.edu)>

**Cc:** Fanelli, Cassi <[fanellc379@cod.edu](mailto:fanellc379@cod.edu)>; Erl, Lisa <[erll630@cod.edu](mailto:erll630@cod.edu)>

**Subject:** FW: Question: MPTV BUDGET MATTER ITEM: [External] 1BLANK Proforma 1-22-21.xlsx/ RE: NY 1801

Hi Lisa:

The enclosed Repair Ticket states "Customer PO Pending". Yes, this should have had a service agreement so this is an after the fact that needs to be processed accordingly. If the vendor does not accept PO's or terms and conditions, you need to get that in writing from the vendor. I can't approve an "After the Fact" invoice to be paid by a credit card when they accept other forms of payment. You should talk to AP about possibly processing a check request or possibly completed as a wire transfer.

*Theresa F. Dobersztyn, C.P.M., CPPB*

Manager-Procurement Services



425 Fawell Blvd. | IRC 1001 | Glen Ellyn, IL 60137-6599

T: (630) 942-4535 | [dobersztyn@cod.edu](mailto:dobersztyn@cod.edu)

-

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**From:** Saltiel, Lisa <[saltiel@cod.edu](mailto:saltiel@cod.edu)>

**Sent:** Monday, May 22, 2023 5:10 PM

**To:** Dobersztyn, Theresa <[dobersztyn@cod.edu](mailto:dobersztyn@cod.edu)>

**Cc:** Fanelli, Cassi <fanellc379@cod.edu>

**Subject:** FW: Question: MPTV BUDGET MATTER ITEM: [External] 1BLANK Proforma 1-22-21.xlsx/ RE: NY 1801

Hi Theresa,

Hope this email finds you well. Do you have any advisement on the following emails below and attached invoice.

This should have been a service agreement to start. However, the lab assistant sent the equipment to a non-approved vendor at the time. Once I received the invoice, I requested the W9, and the vendor is now in our system.

Is the use of PCard approved to pay invoice when the service agreement was not initiated. The vendor will not accept POs, nor do they accept T & C's.

I have included Cassi to the communication to follow up on this matter.

Thank you.

Lisa

**Lisa Saltiel**

Program Support Specialist

Arts, Communication and Hospitality



425 Fawell Blvd. | Glen Ellyn, IL 60137

MAC 250A | (630) 942-3303 | [saltieil@cod.edu](mailto:saltieil@cod.edu)

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**From:** Saltiel, Lisa

**Sent:** Monday, May 22, 2023 5:03 PM

**To:** Erl, Lisa <erll630@cod.edu>

**Subject:** Question: MPTV BUDGET MATTER ITEM: [External] 1BLANK Proforma 1-22-21.xlsx/ RE: NY 1801

Hi Lisa,

I sent Brian the email below regarding the MPTV matter I discussed with you on Friday.

Brian will like for me to ask if I could pay the invoice with the credit card to receive the equipment back. Is this a question I should direct to Theresa?

The email below describes the details:

**History:**

1. Rob has been told that service agreements are required to work on equipment. This is a contract between the college and the vendor.
2. Rob initiated sending equipment to NY without consulting advise on the college policies. The vendor at the time was not a college approved vendor.
3. Rob came to my office with a quote without the shipping fee stating that the equipment will not be returned without a credit card payment.
4. Spoke with the vendor for an invoice and w9.

5. Created the vendor in our system last week. However, I am unable to initiate the service agreement as indicated by our college policies and procedures.
6. The vendor will not accept PO's nor Terms & Conditions. Vendor wants payment via credit card only to return the COD equipment.
7. I am unauthorized to use the college credit card to pay this invoice without following the proper procedures for a service agreement.
8. I was advised to forward this matter to Brian for direction.

**Lisa Saltiel**

Program Support Specialist

Arts, Communication and Hospitality



425 Fawell Blvd. | Glen Ellyn, IL 60137

MAC 250A | (630) 942-3303 | [saltieli@cod.edu](mailto:saltieli@cod.edu)

---

**From:** Carlson, Brian <[carlsonb1484@cod.edu](mailto:carlsonb1484@cod.edu)>

**Sent:** Monday, May 22, 2023 4:26 PM

**To:** Saltiel, Lisa <[saltieli@cod.edu](mailto:saltieli@cod.edu)>

**Cc:** Stamets, Barb <[stametsb@cod.edu](mailto:stametsb@cod.edu)>; Thompson, Stephen <[thompss@cod.edu](mailto:thompss@cod.edu)>; Fanelli, Cassi <[fanelllic379@cod.edu](mailto:fanelllic379@cod.edu)>

**Subject:** RE: MPTV BUDGET MATTER ITEM: [External] 1BLANK Proforma 1-22-21.xlsx/ RE: NY 1801

Hi Lisa,

Is there someone in Purchasing that you can speak with to determine if we could use the P-Card based on this situation so we can get the equipment back?

Separately, we need to discuss with Rob and Tony. I want to ensure they are aware of the proper protocols moving forward so this does not happen again. Please work with Barb to set up a meeting to discuss.

In the meantime, please keep me posted on your progress with Purchasing.

Thanks,

-Brian

--

**Brian Carlson, Ed.D.**

Dean | Arts, Communication and Hospitality



425 Fawell Blvd. Glen Ellyn, IL 60137

MAC 219A  
630-942-3105  
[carlsonb1484@cod.edu](mailto:carlsonb1484@cod.edu)

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**From:** Saltiel, Lisa <[saltieli@cod.edu](mailto:saltieli@cod.edu)>  
**Sent:** Monday, May 22, 2023 4:15 PM  
**To:** Carlson, Brian <[carlsonb1484@cod.edu](mailto:carlsonb1484@cod.edu)>; Fanelli, Cassi <[fanellc379@cod.edu](mailto:fanellc379@cod.edu)>; Thompson, Stephen <[thompss@cod.edu](mailto:thompss@cod.edu)>  
**Subject:** MPTV BUDGET MATTER ITEM: [External] 1BLANK Proforma 1-22-21.xlsx/ RE: NY 1801

Hello,

The attached invoice is one budget item that I was asked to forward to Brian for advisement on how to proceed forward.

History:

1. Rob has been told that service agreements are required to work on equipment. This is a contract between the college and the vendor.
2. Rob initiated sending equipment to NY without consulting advise on the college policies. The vendor at the time was not a college approved vendor.
3. Rob came to my office with a quote without the shipping fee stating that the equipment will not be returned without a credit card payment.
4. Spoke with the vendor for an invoice and w9.
5. Created the vendor in our system last week. However, I am unable to initiate the service agreement as indicated by our college policies and procedures.
6. The vendor will not accept PO's nor Terms & Conditions. Vendor wants payment via credit card only to return the COD equipment.
7. I am unauthorized to use the college credit card to pay this invoice without following the proper procedures for a service agreement.
8. I was advised to forward this matter to Brian for direction.

Thank you.

Lisa

**Lisa Saltiel**

Program Support Specialist  
Arts, Communication and Hospitality



425 Fawell Blvd. | Glen Ellyn, IL 60137  
MAC 250A | (630) 942-3303 | [saltieli@cod.edu](mailto:saltieli@cod.edu)

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**From:** Leavitt, Holly <[Holly.Leavitt@hitachikokusai.us](mailto:Holly.Leavitt@hitachikokusai.us)>  
**Sent:** Tuesday, May 16, 2023 3:50 PM  
**To:** Saltiel, Lisa <[saltieli@cod.edu](mailto:saltieli@cod.edu)>  
**Subject:** [External] 1BLANK Proforma 1-22-21.xlsx/ RE: NY 1801

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Lisa,

Please see attached pro forma invoice.

I will send you the W9 shortly.

Regards,

Holly

\*\*\*\*\*

**Holly Leavitt**

Credit Manager

**Hitachi Kokusai Electric America, Ltd.**

**104 Feeding Hills Road**

**Southwick, MA 01077**

Office: 516-682-4403

e-mail: holly. [leavitt@hitachikokusai.us](mailto:leavitt@hitachikokusai.us)